

NATURAL RESOURCES CONSERVATION SERVICE
INTERNATIONAL PROGRAMS DIVISION (IPD)

(11/03)

International Travel Request Form

(Canada and Mexico)

Name:	Social Security Number:	Grade:
Title:	Duty Station:	Fax:
Work Phone:	Voice Mail:	E-Mail:
Work Address:	Emergency Contact/Phone Number:	Annual Leave Plans: Yes___No___ (Attach approved leave slip)
		Residence (City/State/Phone):
Destination:	Estimated Travel Dates:	
Purpose (attach invitation if appropriate and in-country contact--name, title, and phone number):		

NRCS Benefits:

Funding Source: NRCS: Region___Institute___Center___State___ NHQ(Specify Div.)_____
Other: Government_____ Non-Government_____
Estimated Cost: (include airfare, lodging, M&IE, registration fees, etc.): _____
Originating Office Number:_____ **Accounting Code:**_____

Official Passport Owner: Yes___ No___
Date of Birth: _____

Personal Passport Owner: Yes___ No___
Place of Birth: _____

APPROVALS:

DATE:

- ☐ IMMEDIATE SUPERVISOR_____
- ☐ SECOND-LINE SUPERVISOR_____
- ☐ IPD DIVISION DIRECTOR_____
- ☐ ETHICS APPROVAL (if needed)_____

FAX COMPLETED FORM TO IPD AT 202-720-0668